



Figure 7: Tab Color dialog

To add new colors to this color palette, see “Adding custom colors” in Chapter 14, Setting up and Customizing.

Creating, opening, and saving spreadsheets

Creating and opening

Creating and opening spreadsheets is identical to creating and opening documents in the other LibreOffice modules. For more information on creating and opening spreadsheets, see Chapter 1, Introducing LibreOffice, in the *Getting Started Guide*.

Using templates

Calc documents can also be created from templates. For information on how to create and use templates, see Chapter 4, Using Styles and Templates, in this guide.

Opening a CSV file

Comma-separated values (CSV) files are spreadsheet files in a text format where cell contents are separated by a character such as a comma or semi-colon. Each line in a CSV text file represents a row in a spreadsheet. Text is entered between quotation marks; numbers are entered without quotation marks.

To open a CSV file in Calc:

- 1) Choose **File > Open** on the Menu bar, click the **Open** icon on the Standard toolbar, or press *Ctrl+O* and locate the CSV file that you want to open.
- 2) Select the file and click **Open**. By default, a CSV file has the extension .csv. However, some CSV files may have a .txt extension.
- 3) The Text Import dialog (Figure 8) opens. Here you can select options for importing a CSV file into a Calc spreadsheet.
- 4) Click **OK** to open and import the file.